

STATEWIDE STUDENT TRANSFER SYSTEM: COURSE APPLICABILITY SYSTEM (CAS)

**Agenda Item G-5
May 21, 2001**

The council is joining with Kentucky's public colleges and universities to implement a statewide Web-based system that will help students easily transfer to other institutions. At its February 2001 meeting, the council approved \$400,000 from the Technology Initiative Trust Fund to implement the transfer system.

The Kentucky Postsecondary Education Improvement Act of 1997 stresses the importance of easy student transfer throughout the state system. Despite the general-education transfer agreement and the transfer frameworks of the mid 1990's, the number of students transferring remains low. The council has consistently emphasized the importance of easy student transfer across the system in accomplishing reform goals.

The council staff has met with university and KCTCS senior administrators of the academic and technology sectors for over a year to determine the best approach to improving the transfer process. Earlier this year, the chief academic officers initiated a work group comprising representatives of the public institutions and the Kentucky Community and Technical College System. This group recommended that transfer information be available electronically to students. The council staff investigated the implementation of an electronic transfer advising system known as the Course Applicability System. CAS provides Web-based advising and transfer information to students from participating institutions.

Miami University, with the support of the Ohio Board of Regents and the Arizona Board of Regents, developed this system. With CAS, students can use the Internet to view degree programs at participating institutions, select the courses taken at their current institutions, and see how those courses fulfill degree requirements at other institutions. The system also can show a student what additional courses can be taken at their current institution to fulfill additional requirements. CAS electronically stores students' academic records, allowing them to check transfer possibilities multiple times through a secure point without having to reenter the information.

Ohio, Arizona, Minnesota, and Wisconsin are implementing statewide CAS systems. Indiana, Illinois, Nevada, and Washington plan to do so. Discussions are under way in Missouri, Oklahoma, Oregon, Texas, Tennessee, and Virginia. Individual institutions in California, Oregon, and Washington use CAS.

The council will include in its budget the cost of licensing the system, initial training for institutional staffs, and centralized technical operating support. The institutions will provide staff and local technical support to implement and maintain the system. The key to effective use of CAS is data entry; the institutions will be responsible for entering transfer rules and degree-program requirements into the system and keeping them up to date.

Attached is a sample memorandum of agreement sent to presidents April 16, 2001. They have until May 10 to indicate their timeline for participation. Some institutions may not fully implement CAS by 2003. They are currently engaged in large-scale changes in basic software systems on their campuses, which they want to complete before bringing CAS online. The council staff will give a progress report at the May council meeting.

COUNCIL ON POSTSECONDARY EDUCATION
FRANKFORT, KENTUCKY 40601

MEMORANDUM OF AGREEMENT

_____ (university name)
Project Number CPE-CAS-_____

This Memorandum of Agreement between the Council on Postsecondary Education, Frankfort, Kentucky 40601, hereinafter referred to as the "First Party", and (university name), (city), Kentucky (zip) hereinafter referred to as the "Second Party" is entered into as of _____, 2001.

Whereas, the Kentucky Postsecondary Education Improvement Act of 1997 gives the First Party responsibility for "promoting transferability of credits and easy access of information among institutions." [KRS 164.020(5)]; and

Whereas, the First Party, in the exercise of its lawful duties, has determined that a course transfer system is necessary to enhance student transfer within the Kentucky system of postsecondary education; and

Whereas, the First Party is prepared to enter into an exclusive statewide license agreement with Miami University at Oxford, Ohio for the acquisition and implementation of the Course Applicability System (CAS); and

Whereas, the Second Party has agreed to implement the Kentucky Course Applicability System on its campus;

Now, therefore, it is mutually agreed by and between the parties:

Section 1: The First Party agrees to:

- a. acquire the CAS application under a statewide license agreement;
- b. provide funding for the annual license maintenance fee;
- c. host the CAS application on a central server;
- d. purchase a server and pay for the cost of operating and maintaining the server;
- e. provide staff training for university and KCTCS employees in the amount and subject to the limitations contained in Section 3 of this agreement; and
- f. support advertising for the Kentucky CAS.

Section 2: The Second Party agrees to:

- a. implement and provide necessary support for an electronic degree audit system that will support the Kentucky CAS;
- b. implement, on an agreed schedule, and provide necessary support for Kentucky CAS;
- c. provide technical support necessary to implement the Kentucky CAS;
- d. assign a minimum of two (2) full-time staff members to Kentucky CAS during the implementation period;
- e. maintain current course information and make this information available to the Kentucky CAS in a manner prescribed by the First Party and at times specified by the First Party;
- f. complete the implementation and testing phase by June 30, 2002; and
- g. cover the cost of Kentucky CAS implementation, maintenance, and support on its campus.
- h. The Second Party commits to implementing, maintaining, supporting, and advertising Kentucky CAS to the greatest extent possible on its campus

Section 3: General Conditions

- a. For institutions implementing Kentucky CAS by June 30, 2003, the First Party agrees to pay for up to five (5) training sessions each for two institutional employees.
- b. For institutions implementing Kentucky CAS later than June 30, 2003, the training costs shall be the responsibility of the Second Party.
- c. An institution electing not to sign this agreement at this time will be permitted to participate in Kentucky CAS upon payment of a share of the license fee.

Gordon K. Davies
President
Council on Postsecondary Education

Date: _____

(name)
President
(university name)

Date: _____

Name

Title
(university name)

Date: _____

Examined as to Form and Legality:

Dennis L. Taulbee
General Counsel
Council on Postsecondary Education

Date: _____